

State Procurement Office “Small, Women and Minority-Owned Business Section” (Who we are)

Under the direction of the State Procurement Administrator, the small, women- and minority-owned business section provides education and outreach services designed to increase awareness and foster active participation between individual State agencies and the small, women and minority owned business community.

The importance of the Small, Women and Minority-Owned Business community to the State of Arizona

Small Businesses are the foundation of Arizona’s economy. Census data indicates that women and minority-owned businesses comprise approximately 40% of all small businesses in the State of Arizona.

The Governor, by Executive Order 2007-21 and the State Procurement Office (SPO) both endorse small, women- and minority-owned business participation in the State’s procurement process.

Active participation between the State and the small, women- and minority-owned business community is sound public policy.

Definitions for Small, Women and/or Minority-Owned Businesses

“Small business” means an organization including its affiliates, with fewer than one hundred full-time employees or gross annual receipts of less than four million dollars for the last complete fiscal year.

“Women and/or minority-owned” means a business that is at least 51% women-owned, and/or minority-owned.

Become a potential supplier by registering your business with the State of Arizona

The registration process is completed online at www.spirit.az.gov in the business/supplier information section. Site tutorials as well as a help desk at “(602)-542-7600” are available to assist with site navigation and registration.

Benefits of registration:

- It identifies a company’s business status (i.e. small, Women- and/or minority-owned)
- It provides the State with additional business information such as; the type of business, its location, key personnel and types of products or services.
- It provides registrants with electronic (e-mail) notifications of formal solicitations for product or service categories that they select as part of their business profile.

Registration profiles should be accessed and updated periodically to reflect any changes in key personnel or product and service capabilities.

Registration itself does not allow businesses to sell products or services to the State. This is accomplished through active participation in the State’s competitive procurement process.

Become an informed supplier by researching and understanding the State of Arizona and its requirements

The State of Arizona is consists of an assortment of agencies whose basic missions are to serve the public’s interest. Examples: The Arizona Department of Education & the Arizona Department of Transportation. Approximately 100 individual agencies make up the State of Arizona.

Information on individual agencies is available on line at www.azdoa.gov/spo in the Directory section. Accessing this section will provide links to agency information and websites.

To better understand individual agency product and service requirements and purchasing methods, direct agency contact is encouraged. Agency contact information is also available by accessing agency websites.

Become familiar with the State’s Procurement Process

Information on The State procurement process is available on line at www.azdoa.gov/spo. The site contains valuable information on the procurement process as well as links to the laws and administrative rules that govern the State’s procurement process.

The State also provides a one day workshop for suppliers entitled, “Doing Business with the State of Arizona”. Class schedules and

times are available on line at www.azdoa.gov/spo in the Citizen Resources section under procurement training, or by phone at (602)-542-9131.

Comments and Suggestions

We continuously seek to improve our service for the business community. Your ideas and suggestions are always welcome. Please e-mail or call John Red Horse, Community Outreach Manager, with any comments or suggestions you may have. Mr. Red Horse can be reached at (602) 542-9127 or e-mail john.redhorse@azdoa.gov



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The State Of Arizona's Equity Program

The State of Arizona's Answer for Small, Women and Minority-Owned Business Participation



The State Procurement Office Arizona Department of Administration